INSTRUCTIONAL FORM   Attachment B

POST & BID POSITION ANNOUNCEMENT
Bargaining Units 1, 4 and 11

1. Reference #: 22-7-098   2. Position Number: 702-008-1303-068   3. Date of Posting: 09/21/2006

4. Classification: Personnel Specialist   5. Salary Range: $2516 - $3933

6. Pay Differentials That Apply To Position: ____Recruitment & Retention pay (Differential #240)_____

7. Working Hours Of Position: 8:00 A.M. to 5:00 P.M.

8. District/Division: Administration   Section: Transactions Services   Geographic Location: Sacramento
   (If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

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9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

   A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
      http://www.dpa.ca.gov/textdocs/specs/s1/s1303.txt

   B. Technical & Professional Skills & Abilities: Refer to Knowledge, Skills, and Abilities section of Duty Statement

   C. License and/or Certification Requirements:

   D. Physical Abilities to Perform Essential Functions: "Refer to Physical, Mental, Emotional Requirements on Duty Statement".

   E. Other Departmental Requirements:

   F. Duty Statement/Description of Duties: *Please see duty statement*

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10. Final Date and Time for Receiving Bid: 10/04/2006 4:30 pm

11. Where to Obtain Bid Form: http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm

11. Submit Bid to:
    Name: Tamra Collier
    Address: 1727 30th St. Sacramento, CA 95816
    Telephone Number: (916) 227-7780
    FAX Number: _____
    E-mail Address: Tamra.Collier@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: 08/18/06 To: 08/22/06
    (If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**):
    (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

Revised 1/10/05